

**Region IV Behavioral Health Board Meeting**  
**April 09, 2015**  
**Room 131, 1720 Westgate Drive, Boise, ID 83704**

**11:00 AM - 5:00 PM**

<b>Time</b>	<b>Agenda Item</b>	<b>Presenter</b>	<b>Notes</b>
11:00-11:10	Welcome/call to order; Introductions; Approval of consent agenda (includes March minutes and reports attached to agenda)	Chris Saunders, Chair	
11:10-12:00	Executive committee report/ Old Business Update from working group – CDHD Potential Structure Sample MOA, Statement of Work, Staffing Contract Discussions	Chris Saunders, Chair Greg Dickerson, Amy Korb, Jess Wojcik, Jennifer Burlage, R4BH board, Gina Westcott, DHW	
	Budget update	Russ Duke, CDHD and staff	
12:00-12:45	Needs and Gaps Working Group report and Board discussion	Jennifer Burlage, Treasurer Kim Keys, Amy Korb, Christy Sofaly, Rhea Morrison	
12:45 -1:00	Announcements Next meeting agenda items Wrap-up Adjournment for lunch	All	
1:00-1:30	Working Lunch		
1:30-5:00	Mission, Vision and Value session	Gary Raney	
May 14, 2014 – Board meeting 11 to 1 pm Room 131 Region 4 offices, 1720 Westgate Drive			

## Welcome to Region 4 Behavioral Health Board

April 9, 2015

### Call to Order

- Welcome
- Introductions
- Approval of consent agenda – approves agenda for today, draft minutes, and accepts standing reports. *Agenda additions need to conform to open meeting law requirements.*

### Old Business/Exec. Committee

- Update on organizational structure working group

### Region 4 Behavioral Health Board Executive Committee Presentation

#### Proposal for Partnering With Central District Health

### Initial Conversations

- Jennifer Burlage, Kathy Skippen, Greg Dickerson, Kimberly Keys, Gina Westcott, Laura Thomas
- Russ Duke, Jaime Harding, Robert Howarth, Steven Scanlin
- Scope of Work (SOW) Discussion
- Budget
- Memorandum of Agreement (MOA)

### Scope of Work Components

- Willingness to enter into a MOA
- Board Direct Support
- Board Operational Support
- Other Support Requirement

### Board Direct Support

- Provides administrative support
- Plans and coordinates development of community resources and services
- Assists with the development of budget
- Maintains the R4 BHB website
- Prepares reports as necessary
- Provides grant writing support
- Provides education, training to the Region on the mission, vision and values of the R4 BHB

### Board Operational Support

- Travel reimbursement for R4 BHB members & personnel
- Educational expenses for RBHB members and support staff
- Media, advertising and promotional activities
- Facilitation, consultation and training
- Direct relief and support services as defined under Powers and Duties in Idaho Statute 39-3135

### Other Support

- Provide a fiscal support structure
- Manage future funding for behavioral health services (from DHW to RBHB when awarded)
- Provide grant writing support ; Indirect cost percentages defined by CDHD in writing phase.
- Manage grants and grant funding
- Provide legal support within the scope of their roles and responsibilities under Idaho Statute 39-3135.

### Budget Scope Proposal Approximate

- Board Direct Support- \$34,000
- Board Operational Support- \$8000
- Other Support Requirement- \$8000

### Direct Support of the Board

#### Personnel

.20 Policy Analyst (16 hours per pay period x 26 pay periods)	\$16,203.00
.05 Program Manager (4 hours per pay period x 26 pay periods)	\$4,548.00
.40 Administrative Assistant (20 hours per pay period x 26 pay periods)	\$13,225.00
<b>Total Personnel Costs</b>	<b>\$33,976.00</b>

### Central District Health Vision

- Russ Duke and Rob Howarth

### Next Steps and Timelines

- Board vote to approve proposal **April 9**
  - Statement of work
    - Final version SOW Exec. Committee & CDHD **May 1**
    - Final version SOW courtesy review at R4 BH Board **May 14**
    - SOW to DHW contracting **May 15**
  - Memorandum of Understanding
    - Final MOA Exec. Committee & CDHD **June 1**
    - Final MOA will be voted on by the R4 BH Board **June 11**
- Contract for SOW and MOA with Central District Health by **July 1, 2015**

### Question and Answers

- Scope of Work
- Budget
- Personnel
- Public Health Vision
- Next Steps and Timelines

### Old Business, con't

- Budget Update – motion to approve meeting expenses
- Needs and Gaps Analysis Discussion

### Announcements Agenda Items and Requests

- Announcements
- Agenda items, Next meeting requests

### Next meeting and Adjournment

- May 14, 2015 11 a.m. to 1 p.m.
  - Room 131 and telephone conference option, video conference from Mtn Home

**Sign in on Board Member form before leaving.**

### Mission and Vision R4 BH Board

#### Mission

- We improve behavioral health by developing solutions with our communities.

#### Vision

- An integrated health system accessible to everyone.

## **Memorandum of Agreement**

### **Objective**

The ultimate goal for the development of a strong, mutual relationship among the Regional Behavioral Health Board (RBHB), the Public Health District (PH) and the Department of Health and Welfare, Division of Behavioral Health (DBH) is to better serve all of our customers in need of behavioral health services. We clearly understand that each of our client bases, as well as those we mutually serve, will benefit when we share and combine our expertise. As more attention is given to addressing patients in a holistic manner, this effort becomes essential, both because of specific requirements under the Affordable Care Act, and because it is what is best for our customers.

### **Background**

Through this MOA, the RBHB, the PH and the DBH enter into a joint agreement that will support the establishment, maintenance, and the execution of powers and duties under Idaho Statute 39-3132, 39-3135 and 39-3136. This agreement seeks to outline the roles and responsibilities that are required of the RBHB to demonstrate readiness to accept responsibility for Community Family Support and Recovery Support Services as defined in 39-3135. The DBH seeks to support the RBHB's readiness, duties and powers by defining its role and responsibilities under this agreement in the promotion of better outcomes for Behavioral Health. The PH seeks to promote Healthy People in Healthy Communities and endeavors to partner with the RBHB to promote, protect and preserve health in our communities. As stated in section XV, subsection B of the contract between the State of Idaho Department of Health and Welfare and the Central District Health Department, "the Department of the Contractor may cancel the contract at any time, with or without cause, upon thirty (30) calendar days written notice to the other party specifying the date of termination."

### **Mission**

The mission of the RBHB is to improve behavioral health by developing solutions with our communities

### **Vision**

The vision of the RBHB is an integrated health system accessible to everyone

### **Values**

Respect – We value all perspectives

Progressive – We move forward

Integrity – We do the right thing

Innovative – We are open to new ideas

Transparent – We clearly show what we do and why we do it

### **Roles and Responsibilities**

#### **1. PH Responsibilities:**

- A. PH will comply with the rules, regulations and policies as outlined by the DBH and rules, regulations and policies pertaining to RBHB as outlined in Idaho Statutes 39-3132, 39-3133, 39-3134, and 39-3135.
- B. PH shall ensure that procedural safeguards are followed in confidentiality requirements according to IDAPA 16.05.01, Use and Disclosure of Department Records.
- C. PH agrees to support the goals and objectives of the DBH in the establishment of readiness and maintenance of RBHBs under 39-3132.
- D. PH will manage personnel, operational and support tasks as stated in the Scope of Work, under the DBH contract.
- E. PH will not be responsible for services that are not funded or outlined within the Scope of Work under contract with the DBH.
- F. PH will participate with the RBHB in the budget development process.
- G. PH will participate with the RBHB in identifying service gaps and contract opportunities.
- H. PH will provide the RBHB with assistance in the development of the Gaps and Needs Analysis report to the State Behavioral Health Planning Council (SBHPC).
- I. PH will collaborate on joint projects or indicatives that fit within the scope of the RBHB.
- J. PH will provide behavioral health integration expertise and resources from the regional Behavioral Health Board, where available, and/or through the IDHW Division of Behavioral Health, IHC Behavioral Health Integration Workgroup, or existing resources in the Regional Collaborative (RC).
- K. PH agrees to meet bi-annually with the RBHB and DBH to ensure ongoing alignment and compliance with this MOA.

#### **2. RBHB Responsibilities:**

- A. RBHB will advise the SBHPC on behavioral health needs for adults and children within region/district.
- B. RBHB will advise the SBHPC on progress, problems and proposed projects of the regional/district service.

- C. RBHB will promote improvements in the delivery of behavioral health services and coordinate and exchange information regarding behavioral health services in the region/district.
- D. RBHB will develop an annual Gaps and Needs Analysis assessment of behavioral health services for the region/district.
- E. RBHB will assist the SBHPC with planning for service improvements.
- F. RBHB will report annually to the SBHPC, the DBH and PH the progress being made toward building a comprehensive community family support and recovery support system that will include performance and outcome data.
- G. RBHB will establish and maintain a children's mental health subcommittee.
- H. RBHB will work actively to build and support community support and recovery support services within the region/district.
- I. RBHB will follow all Idaho Code requirements for board membership as stated in 39-3134.
- J. RBHB will meet bi-annually with PH and DBH to ensure ongoing alignment and compliance with this MOA.
- K. RBHB will participate as a part of the PH Regional Collaborative stakeholder group to act as a behavioral health consultant and advisory entity on the role of behavioral health in the community and in patient centered medical homes.

3. DBH Responsibilities:

- A. DBH will commit to annual funding of \$50,000 for the life of the contract which will be established at 4 year intervals.
- B. DBH will provide federal grant writing support for efforts agreed upon by the RBHB and the PH.
- C. DBH will write and submit those grants that are agreed to by the RBHB and PH that can only be submitted through the DBH.
- D. DBH will meet bi-annually with the RBHB and PH to ensure ongoing alignment and compliance with this MOA.

Region 4 Behavioral Health Board

Treasurer Report

Period: July 1, 2014 through March 2015

Opening Balance: \$15,000.00

Expenditures:

September

Board Meeting supplies - 138.47

Board Member Mileage - 48.84  
(submitted 12/14)

October – no expenses

November – no expenses

December

Board Meeting Meal - 144.78

Board Meeting supplies - 10.00

Board Member Mileage - 48.84

January – no expenses

February – no expenses

March

Parking - 7.00

Board Member Mileage - 48.84

April Meeting Meal estimate - 150.00

Pending approved expenses

CRAFT Scholarships (8) - 2000.00

ICADD Scholarships - 4905.00

Preconference scholarship

pending - 90.00

Board consulting G Raney - 500.00

Budget Balance \$ 6,716.23